

REVENUE & TAX COLLECTOR – 1480

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional work supervising revenue & tax collection and customer relations activities; does related work as required. Work is performed under regular supervision. Supervision is exercised over all department personnel in the absence of the Finance Director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Collecting taxes; supervising collection and customer relations' activities; preparing journal entries; maintaining records and files; preparing reports.

Serves as tax collector for the city; balances tax accounts receivable and revenues to the county collector; prepares monthly journal entries; prepares discoveries and sends releases and refunds to Board of Aldermen for approval;

Prepares end of fiscal year tax and miscellaneous schedules for auditors;

Plans, directs, coordinates and reviews the work plan for subordinate coworkers; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with subordinate coworkers and customers to identify and resolve problems;

Oversees and coordinates the collections and deposits of city revenues; coordinates collections and customer service systems; reviews and ensures correctness of all subsidiary journal entries to general ledger from collections, and payroll; verifies accuracy of detail in journals; and posts to proper account;

Plans, reviews and evaluates aggressive accounts receivable management program(s) to include actively pursuing delinquent accounts of the City up to and including civil process.

Prepares LGC 203 and various other periodic reports;

Checks bank balance for cash flow and wires excess to or from account; wires retirement, reconciles month bank statement for the central depository; reconciles after each billing cycle, account receivable balances to utility billing open items; researches differences, if any.

Assumes management responsibility for assigned services and activities within the Finance Department including collections and customer service;

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures;

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels;

Acts as Finance Director when required;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate work of subordinate employees; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from and accredited college or university with major course work in accounting and considerable experience in public accounting.